

**Administrative Assistant
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=244807>

Downloaded On: Sep. 26, 2024 11:43pm

Posted Sep. 16, 2024, set to expire Jan. 10, 2025

Job Title	Administrative Assistant
Department	Fire Protection Engineering
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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JOB TITLE

Administrative Assistant

LOCATION

Worcester

DEPARTMENT NAME

Fire Protection Engineering Department

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Administrative Assistant Worcester Polytechnic Institute

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This position performs a variety of Administrative tasks in support of Faculty, Staff, and Students, including Lab Personnel. Included in these tasks are Purchasing of research materials, travel arrangements, budget assistance, and processing invoices for Service to Industry testing. Also included is coordination of the graduate Internship program, processing of student records, and other duties as assigned.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion

JOB DESCRIPTION

Responsibilities:

- Performs administrative tasks related to department grants/sponsored research, including but not limited to, The NSF Planning Grant and NSF IUCRC Grant. This includes travel and meeting arrangements; may assist with Budget information, and purchasing, as well as coordinating with Research Administration and Research Accounting.
- Opens, sorts, and distributes mail. Reviews mail for content, taking initiative to answer some independently as appropriate. Photocopies materials. Proofreads written materials.
- Maintains office equipment and supplies in up-to-date status.
- Prepares and processes purchase orders and invoices.
- Assists Faculty, Staff, and Students to schedule travel for conferences and Grant related activities.
- Administrator for Graduate Internship Program, primary contact for industry sponsors and student interns. Schedules on-campus interviews and handles all necessary documentation.
- Files written and electronic materials for student records. Maintains student database. Interfaces with students and prospective students helps meet their informational needs.
- Answers phone, directs calls, and takes messages.
- Maintains timesheets for part-time student workers.
- Assists Administrative Specialist as needed
- Other Duties as assigned.

Requirements:

- High School diploma.
- 3-5 years of relevant experience.

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- Proficient in MS Office (Word, Excel, PowerPoint).
- Familiarity with Workday is helpful.
- Excellent secretarial and computer skills are required.
- Ability and willingness to learn new skills (especially computer skills) is a necessity.
- High level of judgment and confidentiality are required.
- Ability to work independently, and as a team.
- Must possess strong interpersonal skills.



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FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Administrative-Assistant_R0002946

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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